

USER MANUAL NO. 6
CORPORATE AFFAIRS COMMISSION WEBSITE

HOW TO CHANGE YOUR COMPANY'S NAME



A project by iDT Labs

Company Name Change

Accessing the Name Change Page

**CORPORATE AFFAIRS COMMISSION
SIERRA LEONE**
doing business with ease...

SERVICES **ABOUT US** **RESOURCES** **MEDIA** **CONTACT** **Q**

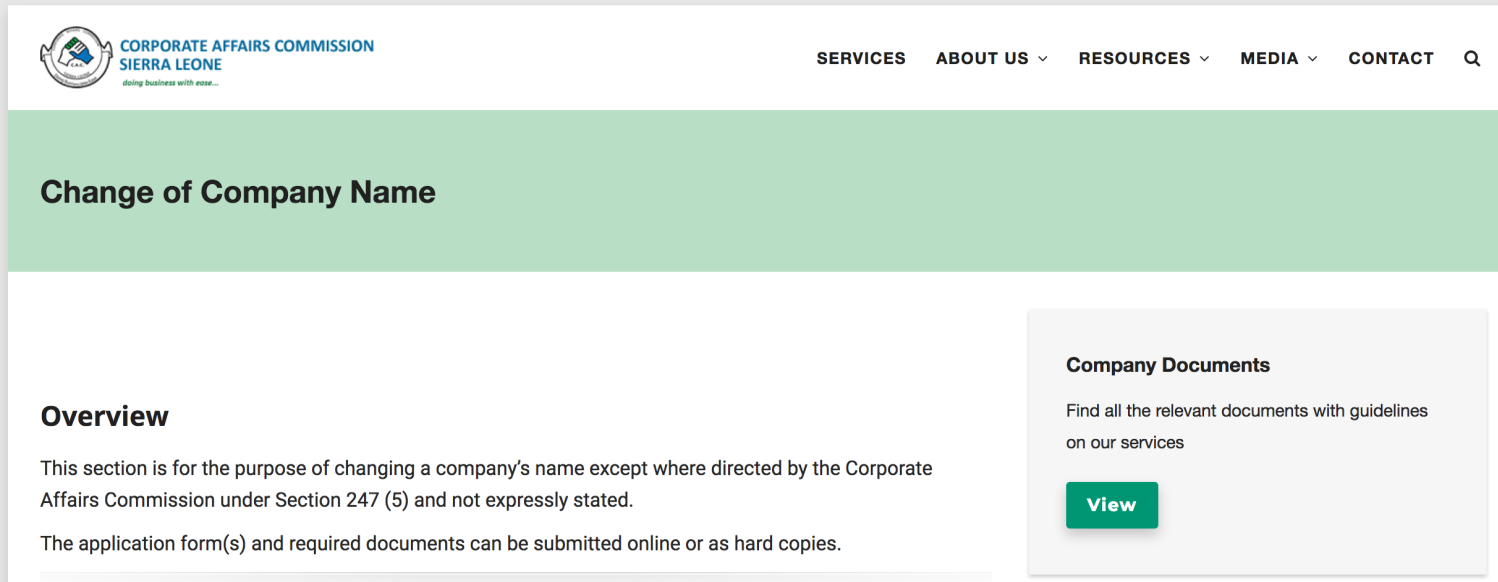
Company Record Management

- Change of Company Name**
Change of company name except where directed by the Corporate Affairs Commission under Section 30.
[READ MORE](#)
- Striking off Company Name**
Striking off a company name - winding up
[READ MORE](#)
- Approval & Registration of Company Documents**
Approval & Registration of Company Documents
[READ MORE](#)
- Registration of Orders Under the Act**
For Delivering of balance sheet, profit and loss account and notes on the statement under Section 296 of the Act
[READ MORE](#)
- Approval for Share Transfer**
Approval for share transfer
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- Company Recall**
Company Recall
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Company Name Change Process

Read through the overview statement:



The screenshot shows the website header with the logo and tagline 'CORPORATE AFFAIRS COMMISSION SIERRA LEONE doing business with ease...'. The navigation menu includes 'SERVICES', 'ABOUT US', 'RESOURCES', 'MEDIA', and 'CONTACT'. The main heading is 'Change of Company Name'. The 'Overview' section contains the following text: 'This section is for the purpose of changing a company's name except where directed by the Corporate Affairs Commission under Section 247 (5) and not expressly stated. The application form(s) and required documents can be submitted online or as hard copies.' To the right, there is a 'Company Documents' section with the text 'Find all the relevant documents with guidelines on our services' and a 'View' button.





Complete Form & Pay Online

Instructions

- Complete this form online
- Submit your application/form and pay the service fee

Materials you need before starting the process

- Notice of Change of Name Form

☰ LOCAL COMPANY

☰ FOREIGN COMPANY

Fee - Le150,000

Online Form

How can we help you ?

Contact our support center channel

Contact Us

Ensure to first carefully read through the instructions and prepare all the required items needed to complete the process.

Also ensure to take note of the variation pricing, and ensure to indicate the same on the form filling process.



LOCAL COMPANY **FOREIGN COMPANY**

Fee - Le **150,000**

Online Form

LOCAL COMPANY **FOREIGN COMPANY**

Fee - \$ **60**

Online Form



Company Name Change Form Completion

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SERVICES ABOUT US ▾ RESOURCES ▾ MEDIA ▾ CONTACT Q

NOTICE OF CHANGE OF NAME

1 Company Details 2 Proposed Names 3 1st & 2nd Director/ Secretary 4 Review 5 Complete

Page 1 of 5 (0%)

Complete this form in the event that a company wishes to change the company name except where directed by the Corporate Affairs commission under Section 247 (5)

COMPANY NAME *

COMPANY NUMBER *

Enter name of your business as it appears on the business registration certificate.

Enter company number exactly as it appears on your registration certificate

COMPANY REGISTERED ADDRESS * COMPANY CONTACT DETAILS *

Ensure to complete all the 3 stages of the form, keenly following the instructions indicated on each field. Before submitting the form ensure to review all the details you've entered on the review page

On successfully completing the process and submitting the payments. We'll process your application and contact you.

NB: You can keep track of the status of your submission on your submission under MY SUBMISSIONS tab

